Approved For Release 2009/02/19 : CIA-RDP84-00951R000100020018-2

25X1

25 YEAR RE-REVIEW

11 March 1952

MEMORANDUM FOR: Deputy Director, Intelligence
Attn: Mr. Harvey

FROM: Assistant Director, C&D

SUBJECT: OCD, Personnel Strength Required

25X1 1. is the best estimate we can make of the number of heads actually on duty in OCD which we now require in order to perform jobs assigned to us.

25X1 2. is higher than the figure of given in the 1953 Budget Estimates, and you have asked for an explanation of the increase. 25X1

3. The following is a summary, showing how the figure of 922 was arrived at. Increases are explained in more detail hereunder.

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	Authorized strength when Budget estimate was prepared. Increase estimated as necessary in Budget estimate.
	Added in November by management
	Approved by PRC to beef up CIA Library
	Approved by Gen Davison for administrative staff
	Approved by Security Officer for Top Secret Control
	Mail clerk, to handle added burden resulting from move to skating rink.
	Needed by Graphics Register to meet SO, PC and Training demands for photographs and films.

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6. In November the AD/HR proposed a series of measures designed to improve the support provided by the CIA Library for the research offices. These measures were written up as projects for the PRC and were concurred in by AD/HR, AD/SI, AD/IC and AD/PC. The Project Review Committee approved them. They added 34 positions to the CIA Library to handle jobs which had not been contemplated when the Budget estimate was drawn up. 25X1

7. General Davison approved a request for 1 additional hand in the Administrative Staff - boosting that staff to a total of 7 positions - because of the growing workload imposed by a growing 25X1 I/O for OCD.

8. The AD/Inspection & Security concurred in a request from the CIA Top Secret Control Officer for 2 additional hands in his office. They are urgently needed to keep pace with the growing volume of Top 25X1 Secret business.

9. The decision to move most of OCD into the skating rink made it imperative that we have hands to move papers back and forth between M/C Building and the skating rink, in order that service to the research offices may be disrupted and delayed as little as possible. The Library called for 1 additional mail clerk. (DD/A had earlier assured me that if OCD moved into the skating rink, it would be given enough clerks and messengers to deal with the lengthened lines of communications). 25X1

10. Demands from SO for improved photograph services from the Graphics Register, and demands from OPC and Training for improved motion picture film services, led to a reassessment of the Graphics 25X1

It does not even have adequate vault space to store this film. We did not submit projects for PRC action in this instance, as by this time the whole budget question was under review by the ICI and DD/A. We estimated an increase to Graphics Register of 24 positions - if the photograph and film problems were to be dealt 25X1 with adequately.

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11. If we cannot have the hands which we require -- 25X1
25X1 actually on duty in OCD, not on paper or in personnel pools -- 25X1
we will be obliged to cut back on some of the jobs we are called

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upon to perform. We shall have to do this anyhow, as it is safe to say that the other offices will confront us, during the coming months, with demands for service on jobs which have not yet been contemplated. If these take higher priority, in the view of the research offices, than some of the jobs now in hand; then we will cut back on current jobs in order to deal with the new ones.

JAMES M. ANDREWS

SECRET

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